



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1710.14B
90

OCT 25 1999

NAS LEMOORE INSTRUCTION 1710.14B

From: Commanding Officer, Naval Air Station, Lemoore

Subj: USE OF QUALITY OF LIFE (QOL) RECREATION FACILITIES

Ref: (a) BUPERSINST 1710.11B

Encl: (1) Auto Hobby Shop Garage
(2) Tailhook Bowling Lanes
(3) Gymnasium
(4) Outdoor Adventure Center
(5) Recreation Vehicle, Auto Storage Compounds and
Motorcycle Lockers

1. Purpose. To publish instructions governing the use of recreation facilities.

2. Cancellation. NASLEMINST 1710.14A


3. Information. The Auto Hobby Shop/Car Wash, Tailhook Bowling Lanes, Gymnasium, Outdoor Adventure Center, Recreation Vehicle, Auto Storage Compounds and Motorcycle Lockers are maintained and operated for the recreation of all military personnel stationed aboard Naval Air Station (NAS) Lemoore, their qualified family members and other authorized patrons. The management, control and supervision of the facilities listed in enclosures (1) through (5) shall be the responsibility of the QOL Director.

4. Authorized Participants. Personnel authorized to use these facilities shall be per reference (a). Occasional guests are authorized when accompanied by a military sponsor or a qualified family member 13 years of age or older. In all cases, sponsors of such guests shall assume responsibility for payment of appropriate fees or charges. House guests for an extended period must provide a statement from the Public Works Housing Director to the QOL Director stating the period of time the individual is to be an authorized guest. Arrangements can then be made in the QOL Business Office for a guest authorization card, which would enable the guest to participate in some recreational programs for the specified period of time. Fees paid by these individuals will be accepted on a cash basis only.

NASLEMINST 1710.14B

[REDACTED] 25 1993

5. Action. Commanding officers, officers in charge, and department heads should give wide dissemination to this instruction to ensure full use of these facilities by all eligible personnel.


JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2V)
LISTS B and E

OCT 25 1966

AUTO HOBBY SHOP AND CAR WASH

1. The Auto Hobby Shop is located in Bldg. 954 on the north end of Hancock Avenue. Facilities and equipment are available for both major and minor automotive repairs. Tools and equipment are available in the shop for checkout on a responsible custody basis. Tools and equipment are not to leave the shop area unless approved by the Commanding Officer.

2. The Community Activities Division Head will designate individuals to supervise the proper use of the Auto Hobby Shop and ensure patrons comply with this instruction.

3. The hours of operation shall be established by the QOL Director and will be posted at the Auto Hobby Shop. Changes due to holiday closures or special events will be advertised in advance and approved by the Community Activities Division Head.

4. Auto Hobby Shop Rules and Regulations

a. The QOL Department is not responsible for personal property left in or around the Auto Hobby Shop or compound.

b. All patrons shall log in by name, rate, social security number and duty station prior to doing any type of work or checking out any tools. Identification will be required. They shall also list their make of car, license number and type of work to be accomplished. The duty supervisor will assign a working space according to the type of work to be performed. All patrons must have a valid Department of Defense (DoD) decal and activity identification card.

c. Proof of ownership of the vehicle will be shown upon request from the Auto Hobby Shop Supervisor.

d. Tools for use on the premises must be checked out daily from the issue room and shall be checked in 30 minutes prior to closing time.

e. Patrons are not allowed to perform work on any type of vehicle and receive payment for it. Shop privileges will be revoked for this violation.

f. The hydraulic hoist is limited to vehicles under 7,000 pounds gross weight. The hoist is primarily for vehicle lubrication and oil changes but may be used for automotive

OCT 25 1999

repairs with approval from the shop supervisor. Accordingly, a fee is established in one-half hour increments.

g. Tool and equipment will be returned in the same condition it was issued, normal wear and tear is expected. Each tag will be returned to the customer when the tool is returned. When tools are lost or damaged to the extent that they cannot be reissued, and at the determination of the Auto Hobby Shop Supervisor the tool was damaged due to neglect, the tool must be replaced in kind or paid for. No depreciation will be considered when an item is replaced.

h. The maximum time limit for vehicles on the premises is 14 days under storage contracts; price increases will be in effect each 14-day period. All fees and charges will be paid at the time the vehicle leaves the shop. Per reference (a), legal action will be taken for all indebtedness.

i. All parts, tools and debris must be cleared from the working area 30 minutes prior to closing time of the Auto Hobby Shop.

j. Cars leaving the Auto Hobby Shop area are subject to search if suspected of containing Auto Hobby Shop tool(s) and/or equipment that has not been properly checked in/out.

5. Instructors. Auto Hobby Shop instructors/attendants are on duty to assist authorized patrons in an advisory capacity. They shall:

a. Report for duty in a neat, clean, sober and presentable condition. They are prohibited from the consumption of any alcoholic beverages while on duty.

b. Not contract to perform automobile work for patrons under any circumstances.

c. Not perform personal work during assigned working hours without written approval of the Community Activities Division Head.

d. Ensure the Auto Hobby Shop is supervised, opened and closed at the designated time.

e. Ensure the maintenance and upkeep of the buildings are kept at the highest level.

SEP 25 1993

f. Ensure the policing of the entire area and surrounding grounds each day.

6. Patrons

a. Any patron who willfully misuses the tools and/or equipment will be evicted from the Auto Hobby Shop, and his restoration of privileges must be approved by the Commanding Officer, NAS Lemoore.

b. Shirts, trousers and shoes shall be worn at all times in the Auto Hobby Shop. Shower clogs, sandals of any type or opened shoes will not be permitted in the shop at any time.

c. Patrons must tag all items left in the area with there name, rate, social security number, phone number and the date. Items not tagged, or tagged items left on the premises more than 15 days will be considered junk and discarded.

d. Reckless driving or horseplay will not be permitted on the premises.

e. For their own safety, children under the age of 16 are not allowed in the shop area.

7. Safety. The following safety regulations shall be adhered to:

a. It is the responsibility of all patrons to correct and/or report safety hazards to the shop supervisor.

b. Safety stands will be used at all times when working under a vehicle except on hoists.

c. Assistance will be required for placing a vehicle on and off the grease rack. The use of jacks on a vehicle located on the grease rack is prohibited. Hoists are to be operated by shop personnel only.

d. The vehicle battery will be disconnected prior to doing any major repair work on the engine.

e. Battery caps shall be removed prior to charging the battery.

OCT 25 1999

f. Welding goggles shall always be used for welding and burning. Welding or the use of oxygen flame will not be permitted on any vehicle unless it is determined by the Auto Hobby Shop Manager to be safe from any flammable material, gas tanks, oil and grease.

g. Power tools will be grounded, and safety goggles will be worn at all times when operating the portable grinder, sander, etc.

h. During engine operation, keep hands and loose rags away from fan blade.

i. Assistance will be required when backing a vehicle out of the building in order to assure that personnel or equipment is not endangered.

j. Electrical extension cords will not be permitted outside of the building during inclement weather.

k. Steam cleaning shall be done in a designated area only, and safety precautions shall be taken.

l. Adequate separation will be maintained between motor vehicles remaining in building overnight. Batteries will be disconnected, and gas caps will be secured in place prior to leaving vehicles. Vehicles with leaking fuel tanks and/or dripping oil will not be permitted to remain in the Auto Hobby Shop overnight.

m. All welding requires permission of shop supervisor. The use of a gas-cutting torch is prohibited on vehicles.

n. When grease, oil or water is spilled on the floor of the shop, it shall be cleaned up immediately and grease absorbent applied to the area.

o. Gasoline will not be used for cleaning purposes or transferred in open containers.

p. There will be no work performed on fuel tanks without permission of the shop supervisor.

q. For all turn-ins, the one-person-at-a time rule will apply.

Page 109

r. Facilities will be provided for the repair of motorcycles.

s. Oily rags, waste or trash will not be stored in cans left in the Auto Hobby Shop at any time. All fire hazards must be eliminated prior to secure time.

t. Exhaust hoses must be attached to vehicle before starting and running engine for work in shop.

u. When the engine is removed from a vehicle, it is to be placed on the work bench or engine stand.

v. Unauthorized vehicles left over 30 days within the shop or compound will be towed following existing regulations. Vehicles left overnight in the parking lots adjacent to the Auto Hobby Shop will also be towed away. Towing will be at the owner's expense.

w. All posted shop regulations shall be considered in effect in addition to those listed in this instruction.

9. Smoking. No smoking is permitted inside the Auto Hobby building with the exception of the hallway at the south end entrance. No smoking is permitted in the outside perimeter of the building with the exception of the parking lot at the West End of the Auto Hobby Shop.

CAR WASH RULES AND REGULATIONS

1. The car wash facility is located west of the Auto Hobby Shop on Hancock Avenue. The facility will be supervised by the Auto Hobby Shop Supervisor who will maintain, repair and service the facility and equipment. Fees for washing cars, and vacuum and towel use is posted at the facility.

NASLEMINST 1710.14B

2. Due to the width and height of the stalls, users of the facility must be cautious when driving vehicles into the stalls, Semi trucks must use only end stalls.

3. Patrons are not to litter the facility including excessive mud, or leave behind unwanted hoses, detergents or towels. Stalls will be kept clean and trashcans provided used.

4. No drying or waxing vehicles in the stalls. Drying or waxing vehicles will be done in the open area.

OCT 25 1999

5. Oil changes, maintenance, etc. will not be done at the car wash.

6. When using the brush provided in the stalls, patrons should ensure the brush is clean before using it on the vehicle to prevent damage to the vehicle. QOL will not be responsible for any damages.

7. Stalls are available for manually washing automobiles, trucks and motorcycles at no charge. Patrons must provide their own hoses and nozzle. Hoses must be used with a nozzle.

8. A bill changer is provided that will take \$1.00 or \$5.00 bills. Drying towels, liquid protectant towels and window cleaner towels are available.

9. Problems or complaints regarding the car wash facility will be referred through the chain of command as follows: Auto Hobby Shop Supervisor, Community Activities Division Head, QOL Director, and the Commanding Officer.

OCT 25 1988

TAILHOOK BOWLING LANES

1. The Tailhook Bowling Lanes is located in Building 823. The normal hours of operation will be approved by the QOL Director and will be posted in the facility.
2. League and non-league bowlers will pay for the use of the lanes at the rate approved by the Commanding Officer. All persons bowling will wear approved bowling shoes. Bowling balls can be used free of charge. Fees and charges will be posted at the facility.
3. Leagues will normally be scheduled Monday through Friday. Every effort will be made to have as many lanes open on weekends and holidays as possible to facilitate the open bowling program.
4. Trophies and cash awards will be funded monies contributed by league and tournament entrants. Money that is to be held by a league or tournament secretary may not be taken over the counter. All money taken by the bowling staff over the counter will be rang into the cash register and dropped in a QOL safe at the end of each shift.
5. Children 12 years and under will not be permitted to bowl unless accompanied by a responsible adult who will remain with them while in the bowling alley. Children under the age of eight years will be admitted when accompanied by an adult. Children not being properly supervised by a responsible adult will be required to leave.
6. Reservations for special groups requiring 2 or more lanes will be only be accepted up to 1 week prior to time desired. Requests for a lane reservation will be submitted to the Bowling Lanes Manager or his/her designee.
7. The Physical Readiness Division (PRD) Director will designate personnel to be in charge of the bowling center. Designated personnel are charged with responsibility of enforcement of this instruction. Complaints should be forwarded through official channels to the PRD Division Director.
8. The Bowling Center and QOL Department assume no responsibility for personal property (bowling balls, shoes, etc.) left or stored on the premises, or damaged while being used at the facility.

OCT 25 1999

9. The following general regulations will be observed:

- a. When a waiting list is in effect, there will be a three game limit per person.
- b. No street shoes allowed on the approaches.
- c. No food allowed in or beyond bowlers seated area.
- d. Observe bowling etiquette at all times.
- e. Respect the equipment.
- f. There will be no profane or abusive language at any time.
- g. Smoking is not permitted.
- h. Appropriate attire must be worn.
- i. No food or drinks will be allowed to be brought into the center other than birthday cakes for a scheduled party. Events for end of league parties may be approved by the Bowling Manager.

10. Tailhook Bowling Lanes locker rental rules:

- a. Lockers are available for rental.
- b. Rentals must be renewed in person.
- c. Rental charges are for either six months or one year.
- d. After two consecutive notices of payment due, the locker will be emptied of its contents. Removed contents for non-payment of lockers will be disposed of if not claimed within 30 days after removal.

OCT 25 1950

GYMNASIUM

1. The Station Gymnasium is located in Building 945 and 941, and on Operations side in Hanger 4 MOD 3. The gym facilities consist of basketball, volleyball, handball, racquetball and squash courts; activity/exercise room; gear issue; men's and women's dressing rooms; 50-meter pool, Jacuzzi, men's and women's saunas and office spaces. All authorized patrons will be allowed to use the facility during regular hours. Captain's Cup, varsity and special events programs have priority for any space when scheduled by the Athletic Director. Guests are not permitted use of the facility except as spectators unless they are an authorized guest. Patrons authorized use of this area include active duty military service members, reservist on duty, retired military, their authorized family members and DoD civilian employees, and their authorized family members.
2. The QOL Director will designate an Athletic Director who will supervise the proper use of the facility and ensure that users comply with this instruction. Complaints should be forwarded through official channels to the Athletic Director then Physical/Readiness Director or QOL Director.
3. The normal gymnasium hours of operation will be approved by the Commanding Officer upon recommendation from the QOL Director.
4. Gymnasium equipment may be checked out from the gear issue room for up to 24 hours (longer with permission of the Athletic Director). Equipment loss or damaged unless due to normal use will be the responsibility of the users to replace in kind or pay the replacement cost of the item. Depreciation shall not be considered in replacement of lost or damaged equipment.
5. "Family members" league or programs must be arranged through the Athletic Director and should not take precedence over programs for military personnel.
6. The following regulations will be observed:
 - a. Profane or abusive language and irresponsible conduct are prohibited.
 - b. Smoking is not permitted.
 - c. Street shoes are not permitted on wooden floors at any time.

OCT 25 1999

d. Food and beverages are not allowed in gymnasium areas at any time except when approved by the Athletic Director.

e. Shirts and closed toe shoes must be worn at all times when working out.

f. Patrons must return weights to their proper place after use.

g. Patrons checking out equipment or clothing must show ID card.

h. Report all personal injuries, damaged and unsafe equipment's, safety hazards and theft to the Athletic Director.

i. Dressing room lockers will be available to individuals free of charge if used only for the day. Lockers may be rented on a monthly basis. Unauthorized locks on lockers left overnight will be cut and the contents will be held in the gear issue room for 30 days. Monthly locker rental and other charges will be established by the QOL Director and approved by the Commanding Officer.

j. Radios and tape players are permitted only when they are used with earphones.

k. Safety rules as established by the Athletic Director will be adhered to at all times.

l. Gym clothing and towels are issued as a convenience to personnel when available.

m. Children under the age of 14 will not be permitted in the fitness areas of the gymnasium, to include the weight room, fitness center, aerobics room and saunas. Children ages 10 and older may use the basketball courts and racquetball courts without supervision. Children under the age of 10 must be under direct parental/guardian supervision. Children may participate in QOL supervised programs.

7. The Athletic Director may establish reservation procedures and time limits as needed, with the approval of the Physical Readiness Division Director.

8. Identification established by the Athletic Director is required for checking out any equipment. Gym clothing and towels may not be checked out overnight. Patrons with overdue

OCT 25 1999

equipment from the gymnasium will not be permitted use of the facility until equipment is returned or paid for. A late fee of \$2.00 per day will be charged for overdue equipment and clothing. On the day the equipment is noted as being due for return, the individual that checked out the equipment will be notified by telephone and they will be given one day to return the equipment. Failure to return the equipment may result in the following:

a. For military personnel, a letter will be sent to the individuals Command Master Chief. If the issue remains unresolved on the seventh day the equipment is overdue, a letter of intent to deduct full replacement value of the equipment from the individuals command unit allocations will be sent to the individuals Commanding Officer. If the command does not resolve the issue within 10 working days of the date of the letter, the full replacement value of the missing equipment will be deducted from the units share allocations. Pay deduction may also be requested for the full replacement value of the missing equipment.

b. For DoD civilians, a letter will be sent to the individuals department head. If the issue remains unresolved after seven days, a letter will be sent to the Station Judge Advocate requesting collection assistance. Pay deduction may also be requested for the full replacement value of the missing equipment.

OUTDOOR ADVENTURE CENTER

1. Purpose. To assign responsibility for operation of the Outdoor Adventure Center and to establish procedures for issuance of equipment, motorcycle lockers, Recreational Vehicle (RV) storage stalls, RV Park and organized adventure trips and instructional classes.
2. Objective. To provide a plan for equitable distribution of equipment and programs to all authorized personnel.
3. Facilities. The Outdoor Adventure Center is located in Building 951, in the Recreation and Community Services Complex, north of the Gymnasium, on Hancock Road. The Outdoor Adventure Center provides outdoor recreational equipment for camping, fishing, boating, hiking, skiing, and other winter and water sports. An inventory of resale merchandise is provided and includes; ice, propane, ski accessories, etc. The center has three vehicle storage compounds for the storage of recreational vehicles and automobiles. In addition, the center has motorcycle locker boxes and operates a 12 pad RV Park. Organized trips and instructional classes are also provided by the Outdoor Adventure Center.
4. Eligible Participants. Active duty, dependents (16 years or older), retired military, reservists and DoD civilian employees (as conditions warrant) and bonified guests.
5. The QOL Department will provide a selection of rental items for use by authorized patrons. In order to ensure that all authorized patrons have an equal opportunity to utilize the equipment, the following rental/loan procedures are established:
 - a. The loan period for equipment shall end at the facility closing time on the day the equipment is due back.
 - b. Rental fees for equipment are based on a 1-4 day rental period or a portion thereof, beginning at the closing time on the day of issue. Additional days outside of the four-day period have reduced rental rates.
 - c. Equipment that is rented on a Thursday is due back by close of business on Monday. Equipment that is rented on Friday is due back by close of business on Tuesday. If a Friday or Monday is a legal holiday, the equipment may be issued and or returned one day prior to or one day after the holiday and still

OCT 25 1999

be within the four day pricing structure. All additional days will be charged at the appropriate additional day rate, including weekends.

6. Reservations. Reservations may be made only for camping trailers, Bay Liner boats, fishing boats and Santa suits. All other equipment issues will be made on a first come, first serve basis. Reservations may be accepted up to 14 days in advance by active duty personnel and their dependents. Reservists, retired military and DoD civilians may make a reservation up to seven days in advance. All reservations must be made in person and a deposit will be required to confirm a reservation. Reservations for instructional classes and trips is payment in full for that activity.

a. Reservation Cancellations. If a cancellation of the reservation, either for equipment and or instructional classes and trips is required, the cancellation notice must be greater than five days prior to the pick-up date or actual class or trip, or 10 days prior to contracted events, in order to receive a full refund. Cancellations made five days or less are subjected to a total forfeiture of the reservation fee, unless that piece of equipment is rented to another user or the seat for instructional class and or trip is taken by another participant. All reservations that are not picked up by the close of business on the issue day, will be made available on a first come, first serve basis and the reservation fee will be forfeited without refund.

7. Rental/Participant Fees. The following conditions shall apply:

a. A rental fee will be charged on all equipment to cover administration and equipment replacement costs. Fees shall be set by the QOL Director for approval by the Commanding Officer. A listing of equipment rental prices shall be made available at the Outdoor Adventure Center. This includes rental or use during command events, Air Shows, change of commands, squadron picnics, etc.

b. A participant fee will be charged on all instructional classes and trips to cover administration, consumable product, and contractual costs. Fees shall be set by the QOL Director for approval by the Commanding Officer. Fees may vary from season to season that are beyond the facility controls, as imposed by contractors and actual costs of consumable products.

OCT 25 1999

c. Fees for DoD civilians shall be ten percent greater than those established for primary users. This excludes any cleaning and damage deposits that may be collected.

8. Penalties. The following shall apply:

a. Individuals failing to return rented equipment at the end of the rental period will be charged a late fee of \$1.00 per item plus the additional day rental fee for each day the equipment is not returned as stated on the invoice in which the equipment was issued.

b. The daily rental fee and late charge will continue to accumulate up to 10 days after the actual return date as annotated on issue invoice.

c. After 10 days, the item(s) shall be considered lost or stolen and the customer will be billed for the current replacement value of each item(s) in addition to the accumulated late fees.

d. In the event a customer returns the item(s) after they have been billed for the replacement value, the customer will be held liable for the daily rental fees for each day they held the item(s) beyond the due date.

e. Equipment penalty fees will not exceed the amount of late fees, equal to 10 days, plus the replacement costs of said equipment.

9. Restrictions. To help protect equipment from unnecessary damages, the following regulations shall apply:

a. The authorized user assumes full responsibility for the attachment of trailers, boats, and related parts necessary to implement transportation with private vehicles. The QOL Department, its administrators, employees, and Naval Air Station Lemoore assume no responsibility in the attachment or accidents related to these attachments.

b. All twelve foot (12') boats must be carried in a flat, horizontal and well supported position without the use of a trailer. Non-trailer boats must fit in the back of a pick-up truck with a minimum of an 8' bed, not including tailgate or on top with a ladder rack. Fourteen foot (14') and larger must be carried on a compatible boat trailer. Scanoes and Canoes may be carried in pick-ups and or on top of a vehicle.

~~OCT 25 1989~~

c. Maximum hitch height for camping trailers is twenty two inches (22") measured from the ground to the bottom of the trailer ball, with the vehicle in a normal, flat, and empty condition.

d. It is the responsibility of the customer utilizing the trailers to ensure that the electrical system for the trailer lights is connected and operational before the trailer is issued. It is the responsibility of the facility staff to ensure that the lights are operational on the trailer prior to departure from the facility.

e. All users are responsible for providing their own fuel, mantles, oil and any other consumable product that may be required for the operation of equipment being utilized.

10. Responsibility for Loss and Damage. Individuals checking out equipment are responsible for the return of said equipment in the same condition (except for normal wear) as when issued, and must be cleaned and dry. Equipment that is lost or damaged will be paid for or replaced in kind at the expense of the individual concerned. Replacement costs will be based on total purchase price of item(s), including shipping or total repair costs in the event of equipment including shipping if necessary. Depreciation will not be considered in replacement fees for damaged or lost equipment.

11. Limited Issue. The issuance of equipment is limited in order to meet the needs of the individual and immediate members only. Active duty personnel will have priority over other authorized users. Dependents under the age of 16 will not be authorized to sign for any equipment, and must be at least 18 years old to sign for any motorized or trailerable equipment.

12. Complaints. Complaints are to addressed to the Outdoor Adventure Center Manager. Complaints that are not resolved by the facility manager, will be routed through the chain of command as follows: Community Activities Director, QOL Director and Commanding Officer.

13. Deposits. Cleaning and damage deposits may be established by the QOL Director, with the Commanding Officer's approval.

14. Insurance. It is the responsibility of the authorized user to provide their own insurance on issued equipment when appropriate.

OCT 25 1999

15. Recovery and Overdue Equipment. Within two working days after equipment and or payments were due, the individual responsible will be contacted by phone and or letter, reminding them that equipment and or payment needs to be taken care of. The following shall apply:

a. Equipment that is not returned with 10 days after an initial contact or date of letter, the individual will be billed for the entire replacement value of equipment listed and a total of 10 days rental fees plus applicable late fees.

b. Individuals that have been notified in writing, will have up to seven days to return equipment and or pay fees that are due before their command or department head is notified in writing.

c. For military individuals, any item(s) not returned and or paid for within 30 days from the command notification date, will result in an automatic payroll deduction for the entire amount due plus a \$25.00 dollar service charge.

d. For DoD civilian patrons, the individuals department head will be notified. If the matter remains unresolved for 10 working days, a letter will be sent to the Station Judge Advocate requesting collection assistance.

e. Under no circumstances will any individual be authorized to utilize the facility services and or equipment rentals, if there is an outstanding balance owed to the facility.

RECREATION VEHICLE, AUTO STORAGE COMPOUNDS
AND MOTORCYCLE LOCKERS

1. Purpose. To assign responsibility and establish procedures for administering the Recreation Vehicle, Auto Storage Compounds and Motorcycle Locker Boxes.

2. Objective. To provide a plan for equitable use by all authorized users.

3. Location. The Recreation Vehicle (RV) compounds (lot 1 and lot 2) are located at the north end of Hancock Road behind the Auto Hobby Shop. The Auto Storage compound is located east of NAS Lemoore's Pass and Decal Office near the main gate. Motorcycle Locker Boxes are located throughout the barracks parking lots located at barracks 1 and 2, Towers and barracks 7 and 8.

4. Facilities. The vehicle storage compounds are fenced compounds with controlled access, which remain locked when Outdoor Adventure Center staff are not present. Lot 1 and Lot 2 may be accessed by escort with an Outdoor Adventure Center staff member. Motorcycle boxes can be accessed, as individual desires. (under lock and key)

5. Eligible Patrons. Active duty, military dependents, reservists (active/inactive), retired military and DoD civilian employees.

6. Information. The Quality of Life (QOL) Department shall establish and maintain an area for the storage of RV's and privately owned vehicles and motorcycles aboard NAS Lemoore, to be used by authorized clientele. Admittance will be gained by registering the vehicle through the Outdoor Adventure Center, Building 951, during posted operating hours. Storage spaces will be issued and available on a first come first serve basis. There will be a guaranteed number of spaces available for deploying squadrons as set forth by the QOL Director.

a. The following is required to register any vehicle for storage:

1. A completed storage contract obtained through the Outdoor Adventure Center.

2. Proof of ownership.

OCT 25 1999

3. Proof of current insurance coverage.

4. Presentation of a valid military identification card.

5. Written authorization for additional individuals that may access vehicle.

b. Terminating the vehicle storage contract, the following shall apply:

1. The individual that the space was rented to is the only authorized person that can terminate a contract, unless a Power of Attorney has been issued to another authorized individual by the sole renter.

2. A contract may be terminated by the Outdoor Recreation Center Manager provided that the individual has defaulted on their contract.

3. In order to terminate a contract, all fees must be paid to date.

4. The Outdoor Adventure Center (OAC) Manager can terminate a contract with fees still owed, and will take appropriate action to collect back fees.

5. It is the responsibility of the renter, to ensure that the Outdoor Adventure Center has been notified of intent to terminate contract. This may be done by visiting the facility or by written notification. All fees, including penalty fees will accumulate if the renter does not notify the facility of cancellation, and the space remains empty.

c. The following procedures shall apply to the Recreational Vehicle, Auto storage and motorcycle lockers:

1. The areas designated for the storage of vehicles (lot 3) shall be fenced and locked with limited controlled access. An OAC employee will escort all space renters for the period of time they require access to the storage facility. The designated areas for Recreation Vehicles (lots 1 and 2) shall be fenced and locked with controlled access. All space renters may sign for the key, and escort themselves for access. After access is completed, the individual will return the key and sign out on the log provided. An OAC employee will immediately check the security of the compound ensuring that it is locked and secured.

OCT 25 1999

2. Motorcycle locker boxes are accessed as required by the individual it is rented to. Lock and keys are held by the renting individual.

3. All storage spaces will be for the storage of mentioned vehicle only. Under no circumstances will maintenance of any kind be authorized within the compounds. Exception to this rule would only be if changing a battery or jacking up the vehicle for long term storage.

4. Other than fuel in the tanks, (preferred full), no flammable or explosive items will be allowed on site.

5. All vehicles registered for storage must be in operating condition unless approval is granted by the Outdoor Adventure Center Manager for special circumstances. Vehicles that are inoperative must be on a trailer, with both units left in the compound. No junk vehicles, parts, accessories or trash will be permitted in the storage area.

6. The Quality of Life Department (QOL) will not assume any responsibility for fire, theft, or damage to any vehicle or its contents within the storage areas as stated within the storage contract.

7. The storage compounds will be accessible Monday through Friday from 0800-1730 hours through the Outdoor Adventure Center and on Saturdays from 0900-1600 through the Auto Hobby Shop. If access is needed outside of these time frames, an appointment must be made in advance through the managing facility to ensure availability of personnel. These hours are subject to change without prior notice.

7. Fees and Charges. Storage space rental fees to cover administrative, maintenance, and building costs as well as late payment penalty fees shall be established by the Commanding Officer upon recommendation of the QOL Director. Monthly rental fees shall be due on the first working day of each month. There is no prorating of storage spaces and motorcycle locker boxes. Payments shall be considered delinquent if not paid by the 10th calendar day of each month. If the 10th falls on a non-business day, the next active business day shall become the last day to make payment before delinquency fees apply. A penalty fee will be added to each delinquent monthly payment. Payments may be prepaid if the customer desires to pay for rental in advance.

007 25 1999

a. Special provisions may be made for active duty individuals needing a storage space for their primary source of transportation in preparation of a deployment or TAD orders. Limited storage spaces are provided, as set forth by the QOL Director, on a first come first serve basis. Copies of TAD orders must be submitted when completing contract. Deploying sailors storing their vehicles need not provide a copy of orders as alpha rosters are provided by commands.

b. Under no circumstances will Permanent Change of Station individuals be able to store their vehicle within the storage compounds.

c. Individuals storing their vehicle under special provisions, must ensure that payments are paid in advance of a deployment, and individuals on TAD orders must ensure payments are kept current. Vehicles stored under special provisions must be removed from the storage within seven days of the documented return date of the renter. After this seven-day grace period, normal month to month fees shall apply. Extensions may be granted via written request to the Outdoor Adventure Center Manager under special circumstances. Vehicles that are left over 30 days without a granted extension will be considered abandon.

8. Abandon Vehicles. Abandon vehicles will be transferred to Security Department for disposition. However, the individual responsible for the vehicle and storage space will remain liable for all unpaid fees that are assessed for the month(s) the vehicle is registered in the space. Any towing fees associated with the disposition of a vehicle, is the sole responsibility of the registered owner.

9. Recovery of Fees. The individual will be contacted when the rental fees become delinquent. The individuals command will be notified if he/she cannot be contacted. Debts unpaid after seven days will result in a letter being sent to the individuals Commanding Officer or Officer-in-Charge, stating that the debt must be paid within 10 days. Deployed and TAD individuals have up to 30 days to make delinquent payments.

a. Any individual who becomes 90 days delinquent in their monthly fees, shall have their vehicle towed off station, at owners expense and the contract terminated by the Outdoor Adventure Center Manager. The following shall apply:

OCT 25 1999

1. All efforts will be made on a monthly basis to resolve delinquent accounts.
 2. A certified letter will be mailed to individual stating that we intend to tow vehicle within 10 days of date of notice.
 3. An additional certified letter will be mailed to the individual stating that the vehicle has been towed and will identify the agency used in towing the vehicle.
10. Complaints. Complaints are to be addressed to the Outdoor Adventure Center Manager. Complaints that are not resolved by the Outdoor Adventure Center Manager will be addressed to the Community Activities Director, QOL Director and Commanding Officer, respectively.